

1. The CMO/TSD is generally responsible to the Chief and Deputy Chief, TSD, for major personnel actions and planning including assignments, reassignments, promotions, disciplinary actions and handling sensitive matters. He is responsible to the Chief of Support for normal administrative matters, primarily.

2. SELECTION: Provides guidance to and supervision of, second Personnel Officer in policies and procedures for selection and screening of applicants for professional and clerical positions in TSD. Participates in Division Applicant Review Committee to select and initially assign new professional personnel.

3. PLACEMENT:

a. Within major Division components works with Branch Chiefs and Senior supervisors on transfers, reassignments, etc.

b. Between major Division components brings into session the TSD Personnel Planning Committee and participates in it to effect transfers across major component lines.

c. Initiates planning at Branch levels and at major component levels for two year cycle of planning overseas assignments. Works with Branch Chiefs on planning for, and filling overseas assignments - then brings into session PPC for overall review and approval of planned assignments at Division level.

d. From time to time initiates placement action within Division based on employee counselling or other efforts to make suitable use of personnel.

4. PROMOTIONS:

a. For clerical personnel works with Branch Chiefs or Senior Supervisors to determine who should be promoted and when - requests appropriate action from CSCS Clerical Panel.

b. For professional level employees - both staff and contract - responsible for development of TSD Evaluation and Ranking Panel procedures - acts as secretary to the Panels - and participates with the Panels in "ranking" employees for promotion, and for determining those who fall into the low 5% category. Provides Panels and

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Chief, TSD, with "headroom" for promotion guidance. With Chief, TSD sets final "quota" for promotions after Panel ranking procedures are completed. Prepares report of Panel proceedings to DD/P and requests promotion actions and suitable actions involving low 5 percent ranked personnel.

5. TRAINING:

a. Participates with Division management in developing training policies in TSD. Works with TSD Training Branch on procedures for selecting personnel for training, for training scheduling, and for training criteria especially for those going to overseas assignments.

b. Serves as Career Management approval officer on all external training.

c. Participates with Division management on policy regarding external training and defines policy to employees and supervisors.

d. From time to time works up specialized training programs for key personnel.

6. PROBLEM/SENSITIVE CASES: Participates with supervisors and Division management on all problem and sensitive employee cases. Provides guidance to supervisors on disciplinary, medical and/or some security cases. Coordinates these efforts with Division Security Officer, OMS, and SAS/OP, and other concerned officers, as appropriate. In disciplinary adverse action ordinarily sits with supervisor or Division manager concerned when action is explained to affected employee. Follows through with appropriate memoranda or reports to higher echelons. Counsels employees in disciplinary and separation cases, and maintains supervision over their processing as appropriate. On separation cases ordinarily assumes administrative responsibility for employee's remaining employment time with Division. Maintains special Division files on these matters.

7. POSITION MANAGEMENT:

a. Participates with Division Management in periodic reviews of allocation of manpower to Division programs and organizational elements, and on proposed organizational changes.

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b. Provides statistics, estimates, etc., for annual budget preparations concerning personnel numbers, grades, costs, etc.

c. Responsible for preparation of Personnel Projects totalling about

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d. Serves as watchdog on personnel ceilings, planning use of ceilings, OPRED ceilings, etc. Recommends which positions should be cut when appropriate.

e. With Branch Chiefs and senior management participates in review of clerical strength and needs and support needs to the Division.

f. Generally responsible for initiating, providing guidance for, and bringing to the attention of PMCD, position and organizational changes in the Division. Requests PMCD reviews, surveys, etc. Participates in such surveys with representatives of PMCD and the organizational elements within the Division concerned.

8. GENERAL:

a. Participates with Division managers regarding establishment of appropriate cover entities abroad, especially concerning TSD's Regional Bases. Participates with Branch Chiefs concerning cover for individuals. Process cover requests.

b. Employees request assistance on the whole gamut of employee problems in TSD from this office. This includes problems concerning their status, pay, benefits, and services, evaluations, training, cover, travel, health and some personal problems.

c. Encumbent signs cables on personnel and related matters as Authenticating Officer. Cable releasing authority is vested with the Chief, or Deputy Chief, TSD, on major personnel actions or decisions - with the Chief of Support on administrative matters.

CONFIDENTIAL

DEPUTY CHIEF, TSD/PERSONNEL

1. The DC/Personnel in TSD is under the general guidance of the CMO/TSD but reports directly to the Chief or DC/TSD on recruitment, applicant selection and processing, and on clerical management. He shares the responsibility with the C/Personnel on personnel planning and clerical assignments, reassignments, promotions, disciplinary actions and sensitive matters.

2. SELECTION: Screens, reviews and selects job applicants both staff and contract, clerical and professional applicants, to the appropriate TSD components and recommends acceptance or rejection to Chief and Deputy Chief, TSD.

3. PLACEMENT: Within major Division components works with Branch Chiefs and/or senior supervisors on transfers, reassignments, etc. for clerical employees and with Chief, Personnel on professional employees both staff and contract.

a. Secretary to the TSD Clerical Panel: The panel selects secretaries for overseas assignments both TDY and PCS, promotions, QSI's, reassignments etc. Provides advice and guidance to this panel regarding personnel policies and regulations.

b. Initiates reassignment action within the Division based on employee counseling or other efforts to make suitable use of personnel.

4. PROMOTIONS: As secretary to TSD clerical panel work with Branch Chiefs or senior supervisors to determine promotions, reassignments, etc. Participates in the Panel Rankings of professional employees for promotion and determining those who fall into the low 5% category. Under direction of Chief, Personnel provides Chief, TSD with promotion headroom guidance and prepares reports of panel proceedings to DD/O. Requests promotion actions and suitable actions involving low ranked personnel.

5. TRAINING:

a. With the Chief, Personnel serves as Career Management Approval Officer on all external training.

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b. Provides guidance to Division management on policy regarding external training and defines policy to employees and supervisors.

6. PROBLEM/SENSITIVE CASES: In absence of Chief, Personnel or with him participates with supervisors and Division management on problems and sensitive employee cases. Provides advice and guidance to supervisors on disciplinary, medical and/or some security cases. Coordinates these efforts with Security, OMS and SAS/OP and other components as appropriate. In disciplinary cases meet with supervisors or Division managers concerned and explain action to the affected employee. Follow through with appropriate memorandums or reports to higher echelons.

7. POSITION MANAGEMENT:

a. Assists Chief, Personnel in participation with Division management in review of allocation of manpower to Division programs and organizational elements, and/or proposed organizational changes.

b. Provides statistics, estimates for annual budget preparation concerning personnel numbers, grades, costs, etc.

c. Responsible for project renewals (5) to DD/O and administration of these 5 personnel projects which total [ ] contract employees involving approximately [ ]

d. Works with Chief, Personnel in providing guidance for, and bringing to the attention of PMCD, position and organizational changes in the Division. Participates in such surveys with representatives of PMCD and organizational elements within the Division.

8. GENERAL: Assists employees on all types of problems. This includes problems concerning their status, pay, benefits, etc. Signs cables on personnel and related matters as authenticating officer. Responsible for contract administration, i.e., check lists, amendments, promotions and financial administration of wage board as well as GS employees for approximately [ ] contract employees and [ ] staff employees. Employees assigned to [ ] overseas regional bases approximately [ ] with remainder in Headquarters, [ ]

## Personnel Officer/TSD

1. Under the guidance of the CMO/TSD, the encumbent is responsible for the following duties:

(1) Process foreign TDY and PCS Orders for TSD personnel. This includes checking eligibility of person(s) (and families if PCS) to travel, in accordance with current directives, standards and procedures. These embrace requirements of Cover, Medical, Personnel, and the DDO Security and Logistics.

(2) Work with the TSD/CMO on overseas rotational plans, returnee assignments, and related OPRED, cover, movement, tour length, etc., problems. Maintain records and statistics on all staff and contract employees assigned PCS at TSD overseas posts. This entails reviewing all correspondence pertaining to the movements of all PCS personnel, their families and effects.

(3) Maintain records and statistics on all TSD employees selected for World-Wide TDY Standby. Follow up on and initiate appropriate action on all requirements for current official passports and medical evaluations, plus advising employees on immunization requirements.

(4) Maintain Post Reports and other vital information pertaining to foreign Posts for benefit of prospective TSD Personnel (and Wives) being assigned thereto. Counsel employees on overseas bases, living conditions, etc.

(5) Respond to a broad range of correspondence from overseas personnel on problems, research and develop responses on unusual problems, determine approval level, etc. Initiate correspondence to Field posts dealing with travel, transportation, employee benefits and services and related subjects.

(6) Prepares Monthly Travel Report, which includes domestic as well as foreign travel for TSD personnel during the particular period.

(7) Assists in screening employees for CIARDS eligibility, for Standby TDY status, for Career Appointments, etc.

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2. JOB REQUIREMENTS: The position requires an extensive knowledge of all policies, standards, requirements and directives dealing with overseas positions, OPRED and other ceiling controls, as well as with travel, transportation and related topics. Prior experience at a foreign Post as well as with a DDO component at Headquarters is desirable. Considerable persuasive ability to get senior as well as middle and junior officers to accept and follow established procedures mostly imposed by other offices is also vital.

3. SCOPE AND DIFFICULTY OF WORK: Most of the work is based on only general guidance and independent judgment, predicated on the urgency of the travel involved. In urgent cases, where a traveler must depart the U.S. immediately, quick decisions and coordinations with supporting offices are essential. Proper interpretation of guidelines (Agency and State Dept. regulations and directives) is essential. Personal briefings with potential travelers are involved, requiring firm but tactful dealings with personnel of varied temperments, backgrounds and experience. The thorough processing for successful travel (particularly PCS) can be tedious and time consuming; this it is imperative that the traveler be impressed with the importance of following each and every step along the way. This naturally requires a degree of persuasion and aggressiveness on the part of the incumbent.

4. RESPONSIBILITY: Most assistance and control is obtained from the immediate supervisor (TSD/CMO) and the Chief and Deputy Chief of Support and the Office of the Chief of Operations. The incumbent must act/react quickly to emergency situations and at the same time control the movements of other personnel, regardless of grade or position, to complete the travel at hand to its successful conclusion. The success of the mission is only determined when the traveler(s) depart when expected, and have all the required documentation and information needed for a safe and profitable journey. As TSD personnel travel abroad frequently the incumbent is perpetually involved with ensuring that travelers meet required deadlines in a secure fashion, at the same time following all the prescribed directives and guidelines. Travel is a constant daily task, varying mainly with the time-frame involved. The primary effect of the incumbent's work is reflected when the traveler arrives at his destination on time to complete his operational tasks.

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5. PERSONAL RELATIONSHIPS: Constant contact with management in TSD as well as concerned Support Offices and other Agency components is required. Coordinations with Central Cover staff, Office of Medical Services, Central Processing Branch and Area Divisions are made in connection with pertinent phases of travel processing. Due to the physical location of TSD, telephone contact with Headquarters components is the primary means of communications. This can, at times, impede the rapid solution of knotty problems, and demands the diplomacy of the incumbent to persuade the particular Headquarters office to accede to his wishes. In addition, this distance requires a great deal of hand-carrying of documents to and from Headquarters, requiring the incumbent to solicit the services of either the traveler or another employee to perform this task. Another Personal Relationship consists of constant dealing with senior management officials (Chief of Operations Office and Operating Branches) regarding the PCS rotation to and from foreign posts of TSD personnel. This entails determining time of departure, itinerary, authorization (or denial) of Home Leave, next assignment, shipment and storage of household effects and miscellaneous travel aspects.

6. OTHER: If any important "skill" were to be described, it would be an intense interest in the myriad aspects of travel, a fundamental knowledge of life at an overseas post, how an employee gets there and back (with family and effects if need be) and how to have the Government pay for it!



Personnel Assistant/TSD

Under the guidance of the CMO/TSD and the Deputy Chief/TSD Personnel, the incumbent is responsible for the following duties:

1. Provides administrative support for all contract personnel procedures, including preparation of check lists, contract amendment requests, records, periodic reports.
2. Provides staff and contract personnel with assistance on payroll and insurance problems, answer questions on contracts and other questions employees might have.
3. Provides assistance to all applicants when Deputy Chief/Pers is out of the office. Schedule interviews, appointments, and insure all concerned Branch Chiefs have bio data on applicants before interviews.
4. Provides assistance to new EOD's in completing EOD papers, general information on local area, aiding in apartment hunting, etc.
5. Assists CMO/TSD in preparing TSD/CS Panel agendas, including preparation of bios, recommendations and other material for Panel consideration. Informs Panel members, re change of date and time of meetings, adding additional papers as needed, etc. Types memorandums and maintains up to date records of promotions on contract employees after each Panel meeting.
6. Maintains a date of grade roster on promotions for both Staff and Contract employees.
7. Prepare and update bio profiles on all TSD personnel for Headquarters and Field use.
8. Distributes Fitness Reports on all TSD/Personnel. Maintains the OP/Fitness Report monthly run. Insure that all Fitness Reports from Headquarters and Field are submitted per schedule.
9. Prepare monthly report to CSPS on Contract Cover Status. Work with Central Cover Staff re establishment of cover on all Contract employees both in Headquarters and Field.

10. Arrange medical and security appointments and set up interview appointments for applicants. This also includes preparation of travel orders.

11. Maintains an up to date list of all TSD employees, their branches and extensions,

12. When the Personnel Officer is on leave process travel orders for TSD Personnel performing TDY or PCS travel.

13. Fill in for secretary when she is on leave. Types memorandums for CMO/TSD and Deputy Ch/Pers, handle payroll problems, and other duties which arise.

14. When contract employees are processing for overseas, handle transfer of their payroll and insurance.

15. Maintain records on contract employees assigned to the seven projects in TSD; changing them from one project to another as required.. Submit monthly report on the seven TSD projects. Review Quarterly project financial allocation to insure that allocated funds are not exceeded.